



UCKFIELD TOWN COUNCIL

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Uckfield, East Sussex, TN22 1AE

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

in

The Council Chamber, Civic Centre

on

Monday 28th October 2019 at 7.00pm

AGENDA

1.0 DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION

3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the meetings of Full Council on 16th September 2019 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

6.0 COMMITTEE MINUTES

- 6.1 To note the acts and proceedings of the following committee meetings:-
- (a) Plans Committees 30th September and 21st October 2019
 - (b) Environment and Leisure Committee 7th October 2019
 - (c) General Purposes Committee 23rd September 2019

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(nothing to report)
- (ii) Neighbourhood Plan Steering Group
(nothing to report)
- (iii) Gatwick Airport Consultation Group
(to follow)

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(nothing to report)
- (ii) Dementia Friendly Working Group – Uckfield Dementia Forum
(Attached)
- (iii) Uckfield Events Working Group - Celebrate
(Attached)

9.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2019-20 (Q2)

(Attached)

10.0 TO NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2018-19

(Attached)

11.0 TO REVIEW THE 2020/21 PROPOSAL FROM EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT

(Attached)

12.0 TO REVIEW THE FIRST YEAR OF THE ROLE OF THE TOWN CRIER

(Attached)

13.0 TO CONSIDER THE RURAL SERVICES NETWORK'S PROPOSAL TO SET UP A RURAL/MARKET TOWNS GROUP

(Attached)

14.0 TO NOTE UPDATE ON PUBLIC SPACE PROTECTION ORDERS AND CRIME STATISTICS

(to follow)

15.0 TO NOTE THE MAYOR'S ENGAGEMENTS

(Attached)

16.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
(None)

18.0 TOWN CLERK'S ANNOUNCEMENTS

19.0 CHAIRMAN'S ANNOUNCEMENTS

20.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-

20.1 To consider proposed staff changes
(to follow)

20.2 To consider a request from Heathfield & Waldron Parish Council regarding our Town Centre CCTV connection
(Attached)



Town Clerk
22nd October 2019

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.105.02.17</u>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p>	20.02.17	CW	Awaiting further update from DEFRA.
<u>FC.107.04.18</u>	<p><u>9.0 To consider a motion submitted by Councillor Paul Sparks</u> It was therefore RESOLVED to accept the motion with the following additions: <i>“It is widely accepted that plastics cause great environmental damage. In view of this, Uckfield Town Council will commence a process of undertaking an audit on current usage of single use plastics, recyclables and exploring alternatives with the aim of becoming a plastic free Town Council by the end of 2018. This audit will cover all areas of the Town Council including the Civic Centre and events organised by the Town Council. The Town Clerk is requested to investigate the cost implications of using alternatives as part of this process. It is envisaged that this will be a catalyst to make Uckfield a plastic free Town working with the Chamber of Commerce, Brighter Uckfield and other local bodies.”</i></p>	09.04.18	HG	<p>This action has been superseded by FC24.05.19.</p> <p>It is proposed that this action be removed from the action list. NFA.</p>
<u>FC115.04.19</u>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	08.04.19	HG	The question has been asked once again of Sussex Police.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC24.05.19</u>	<p><u>22.0 – To confirm support towards the Town’s Plastic Free campaign and specifically the Surfers Against Sewage Objectives for a Plastic Free Community</u></p> <p>Members RESOLVED to:</p> <p>(i) to note the report;</p> <p>(ii) to note the objectives of the Surfers against Sewage Plastic Free Community Toolkit and confirm Uckfield Town Council’s commitment to supporting the journey to make Uckfield a Plastic Free Community, and;</p> <p>(iii) in line with the Surfers against Sewage Plastic Free Toolkit, to continue to lead by example by removing single-use plastic items from the Town Council’s premises and support local campaigns and events.</p>	13.05.19	HG	<p>The Town Council continues to review its working practices and purchases to reduce the use of single use plastic and encourage more use of alternatives and recyclables.</p>
<u>FC32.06.19</u> <u>FC46.08.19</u>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u></p> <p>Members unanimously RESOLVED to</p> <p>(i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and;</p> <p>(ii) for the Town Council to reconsider the role of a Community Warden</p> <p><u>13.0 To report back to Full Council on Public Space Protection Orders</u></p> <p>Members RESOLVED to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	24.06.19/ 05.08.19	HG	<p>Our University student, who is on a work placement with the Town Council, is carrying out detailed research into the figures recorded for incidents of crime and antisocial behaviour in Uckfield, hotspots in the town and undertaking thorough investigations into where PSPOs have been put in place in Sussex and Surrey, and what evidence those districts/borough councils gathered and presented to make their case for PSPOs relating to ASB.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<p><u>FC104.02.19</u></p> <p><u>FC25.05.19</u></p>	<p><u>9.0 To consider a request for support from the Ridgewood Village Hall Committee</u> It was RESOLVED to request the Town Clerk to explore the options available to the Town Council in terms of whether it would be able to contribute towards the proposed extension and building alterations drawn up by the Ridgewood Village Hall Committee.</p> <p><u>23.0 To consider providing financial support to the Ridgewood Village Hall Committee with the proposed extension</u> Members RESOLVED to: (i) note the report; (ii) with 11 votes in favour, and one against members agreed for the scope of the Town Council's earmarked reserves set aside for Ridgewood Village Hall Car Park (£49,000) to be broadened and retitled 'Ridgewood Village Hall Improvements' with a stipulation that the resurfacing and improvements to the car park be incorporated in the overall build cost, subject to the Town Council giving prior approval of the car park specification to ensure it meets the standard required, and; (iii) with 10 votes in favour, and one against, agree for the General Purposes Committee to consider the current terms of the lease agreement between the Town Council and the Ridgewood Village Hall Committee and the legalities and position of the Town Council, if extended.</p>	25.02.19	HG	<p>The Town Council is awaiting the AGM of the Ridgewood Village Hall Committee in order to obtain the names of the Trustees, to add to the draft lease agreement. Once the information is gathered and agreement prepared, it will be shared with General Purposes Committee for consideration, before the final is presented to Full Council for signing and sealing.</p>
<u>FC57.09.19</u>	<p><u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.</p>	16.09.19	HG/ BC	<p>Work is underway to investigate this issue.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC58.09.19</u>	<p>11.0 <u>To consider the benefits of Community Land Trusts</u> With all but one member in support (one abstained) it was RESOLVED to request that the Neighbourhood Plan Steering Group invite Councillor A. Smith to the next meeting, and incorporate the two matters to further investigate Community Land Trusts.</p>	16.09.19	HG	<p>The Neighbourhood Plan Steering Group is currently awaiting an update from the Planning department on their scoping exercise. Once received the group will reconvene and Councillor A.Smith invited to attend.</p>

Meeting of Full Council

Monday 28th October 2019

Agenda Item 7.0(ii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: GATWICK COMMUNITY ENGAGEMENT – 22nd October 2019

Following a brief introduction session, the group were given a series of presentations focusing mainly on parts of Gatwick's community engagement programme, which covered five main areas; (i) Economy, (ii) Environment with Health and Well-being, (iii) Education with employment and skills, (iv) Community Investment and the (v) Local community.

Under the heading of the Economy, emphasis was placed on the local area for incoming passengers, using local companies where possible, business award programmes and supporting local suppliers through themed promotions and exhibitions.

The Environment – mainly looked at their carbon footprint, refuse disposal and noise together with local wildlife schemes. Gatwick are proud that they have been carbon neutral since 2017, nil waste to landfill since 2018 and have reduced their noise footprint by 48% over the past 20 years.

With a huge workforce at Gatwick, education is very important to encourage potential future employment. The focus on STEM (Science, Technology, Engineering and Maths) is designed to help. Other initiatives include “taking the Airport to...” – a visit and exhibition which has been arranged to Hailsham College for example in November and various interactive sessions that they run.

Gatwick is proud of their involvement in local courses through their Community Investment Programme. They currently support the Air Ambulance Kent Surrey Sussex, St Catherine's Hospice and Gatwick Travel Care which last year totaled in excess of £20,000. Coupled with their charity partners Gatwick Foundation Fund of £300,000 they also support multiple large and small charities within the RH and TN postcodes.

Local community – support assists various organisations and events ranging from the London to Brighton car run, where they've brought the run back into Crawley to encourage visitors into the Town Centre, The Brighton Marathon - for 3000 children to participate in the mini-mile free of charge and the Croydon Legacy Youth Zone.

Following these presentations details of Gatwick's future including the North Runway, predicted growth and the redesign of air space and procedures covering the whole of the South East and a tour of the airport brought the very interesting meeting to a close.

Councillor C. Macve

Meeting of Full Council

Monday 28th October 2019

Agenda Item 8.0 (ii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD DEMENTIA FORUM

Work has been underway to prepare for the next meeting of the Uckfield Dementia Forum which is due to take place on 28th November 2019, as well as our Christmas event.

In the meantime, we would like to highlight the following dementia friendly film screenings which are due to take place at the Picture House Cinema in the coming months:

The films take place on the last Wednesday of every month, and provide a relaxed atmosphere, with brighter lighting and lower sound:

Pillow Talk: Wednesday 16th October at 11am

Oklahoma: Wednesday 27th November at 11am

White Christmas: Wednesday 18th December at 11am

Tickets are £9.50 (£8.50 concessions). To book please go online at www.picturehouseuckfield.com or call 01825 764909

Representatives of the forum are due to meet with 3VA this week, to start drafting a Constitution for the Forum.

The Forum will be holding a Christmas Event on the afternoon of Thursday 12th December at Sussex Support Services, Victoria Pavilion. The event will be advertised within the town and communicated to community groups shortly.

Meeting of Full Council

Monday 28th October 2019

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'EVENTS WORKING GROUP – CELEBRATE'

Uckfield Revival took place on Saturday 5th October. It was a great event which showcased in the region of 90 classic vehicles, trucks and bikes.

Due to the wet weather that we experienced leading up to the event, and a very wet and slippery Luxford Field on the morning, it was decided to change the location of the event to the Station Car Park. The working group were very grateful to APCOA and Network Rail for allowing us to use the station car park to ensure the event could go ahead.

Promotional displays were present from Andy Owen Motor Services & Race Car Preparation, and SLM Toyota. Uckfield FM ran a live broadcast throughout the morning and stalls were present selling auto memorabilia, auto related literature, as well as a children's ride, and face painting. Refreshments and food stands were also in attendance with their own novel modes of transport, such as Pioppi Pizza serving pizzas from his old fire engine and Bar4All Events in their horsebox bar.

Due to the change of venue, a new route was arranged for the classic vehicle parade, which saw the vehicles travel down Lewes Road, around the town along the A22, and through Ringles Cross back into Uckfield High Street before turning into the station car park. Vehicle owners enjoyed the longer run and spectators watching them parade through the town.

A big thank you to everyone who attended, to everyone who helped to support the event, and helped to make the event a success despite the grey wet weather that had be leading up to the day.

There was a great collection of vehicles on display, and the working group are already planning next year's event – date for the diary – Saturday 3rd October 2020.

Meeting of Full Council

Monday 28th October 2019

Agenda item 9.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR (Q2) 2019-20

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2019-20 and the progress that had been made by the end of the second quarter (end of September 2019).
- 1.2 The priorities identified for delivery in 2019-20 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year.
- 1.4 With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.

2.0 Quarter 2 – 2019-20 (July - September) – Progress Update

- 2.1 Of the 12 priorities, three are already complete, seven are on schedule for completion and two are slightly behind schedule but making some progress.

3.0 Recommendations

- 3.1 Members are asked to review this progress report, and note the work undertaken to date.

Appendices: Appendix A: Q2 (2019-20) Progress Report

Contact Officer: Holly Goring

Key:

 = Progress behind schedule	 = Some progress has been made
 = On schedule for completion	 = Completed

APPENDIX A: Q2 2019-20 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
1. COMMUNITY GRANTS We will award up to £43,367 of community grant funding to local groups and charitable organisations for the period 2019/20.		<p>In September 2018, members of the Finance Sub-Committee considered applications for grant funding through the Town Council's community grant programme for 2019-20. General Purposes Committee approved the allocation of grant funding equating to a total sum of £43,367 which was set aside for 24 successful grant applicants.</p> <p>Full payments were made for the smaller amounts in April/May 2019. The first instalment and second instalment have now been paid to those organisations who were due to receive larger amounts.</p>	General Purposes Committee (Finance Sub)	Assistant Town Clerk
2. HEALTH AND WELLBEING We will seek to update the maps of the town which highlight our open spaces and footways		<p>Work is progressing now with the Communities and GIS teams at Wealden DC, to develop their Healthy Wealden website and assist with mapping the open spaces and play and sport facilities in Uckfield.</p> <p>Uckfield Town was the first area to provide information to Wealden DC of all its play areas and open spaces, and acted as a pilot for modelling the new website. We therefore look forward to seeing the first design of the website when it's ready.</p>	Environment and Leisure Committee	Town Clerk
3. PUBLIC EVENTS IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival		<p>The Weald on the Field event took place on Saturday 3rd August 2019, and it was the best yet! The support we received from local businesses and organisations was excellent and the turn out from the public was higher than previous years. We had a great range of street food, pop up bars and local craft and artisan stalls in attendance.</p> <p>The Town Council worked with Food Rocks, Uckfield Chamber of Commerce and Wealden District Council to organise the event. Main sponsors SLM Toyota, EMC, Freedom Leisure and Richard Green Funeral Services sponsored the live music. The event was also supported by local businesses – Addagrip, CPJ Field, Lawsons Commercial, Lawson Queay, Net XP, Rix & Kay, Swindells, Travis Perkins Treslers and Uckfield Garage.</p> <p>The Uckfield Revival event – classic vehicle parade and display took place on 5th October 2019 and despite the heavy rain the week before, the skies cleared and the altered location of the station car park provided an excellent venue to display in the region of 90 vehicles. The event was supported by SLM Toyota and Andy Owen Motor Services & Race Preparation.</p>	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<p>4. PLAY AREA UPGRADE We will put funds aside towards the upgrade of Luxfords Play Area and explore other opportunities to assist with the funding of this upgrade.</p>		<p>Work has commenced to explore the potential costs of upgrading Luxfords play area.</p> <p>The Estates & Facilities Manager has met with a number of play area companies to understand how they would design the space, their preferred layout and estimated costings. This will then determine during the budget setting process, whether the Town Council has sufficient funds already to cover the cost of the upgrade.</p>	<p>Environment and Leisure Committee</p>	<p>Estates & Facilities Manager</p>
<p>5. NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.</p>		<p>A draft scoping document, which includes the vision, key objectives and draft policy areas, was submitted to Wealden District Council's planning department for a screening exercise to be carried out. This will assist the Neighbourhood Plan Steering Group with understanding whether they need to carry out any further assessments such as a strategic environment assessment or habitat regulations assessment, understand where specific data or publications may help to build their evidence base, and understand if there is any duplication with existing planning policies. The group is awaiting a response which is anticipated anytime.</p>	<p>Full Council</p>	<p>Town Clerk</p>
<p>6. CELEBRATING OUR HISTORY We will explore the practicalities of starting a blue plaque heritage scheme which would note important people and places in Uckfield's history.</p>		<p>Initially the Town Council planned to set up a working group to explore the setting up of such a scheme, but unfortunately interest has been low.</p> <p>It was suggested at the Environment and Leisure Committee in June 2019, that the project be advertised to a wider audience to attract those with an interest in the town. This action still has to be progressed.</p>	<p>Environment and Leisure Committee</p>	<p>Town Clerk</p>

Priority	Status	Notes	Lead Committee	Lead Officer
<p>7. PLASTIC FREE Leading by example, we will work closely with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield to become a town free of single use plastic.</p>		<p>Good progress is being made. The Town Council has been a strong supporter of the newly established Plastic Free Uckfield campaign. The Town Council has become one of the town's Refill stations (refill.org.uk) with a water fountain in the ground floor foyer of the Civic Centre. There are now 16 refill stations in total within the town and the Plastic Free Working Group is making great process.</p> <p>Two Town Councillors represent the Town Council on the working group and the Town Council confirmed its commitment to the Surfers against Sewage Plastic Free Community Toolkit and to supporting the journey to make Uckfield a Plastic Free Community at the meeting of Full Council in May 2019. Updates will be provided by the representatives to Environment & Leisure Committee, going forward.</p>	Environment & Leisure Committee	Town Clerk
<p>8. PAVEMENTS AND HIGHWAYS We will work with partner agencies to push for improvements to accessibility and safety on our pavements and highways</p>		<p>Work continues in liaison with East Sussex Highways to review the issues that the Town Council has raised about the access corridors into the town. East Sussex Highways commissioned a number of surveys in 2018, which are feeding into the feasibility of improvements in these corridors.</p>	Full Council	Town Clerk
<p>9. GRASS VERGE CUTTING We will contribute to the costs of the East Sussex County Council's grass verge cutting contract to retain a good standard of service, and ensure visibility is maintained on pavements and highways</p>		<p>The Town Council made payment to East Sussex Highways to retain the existing number of cuts to urban verges in Uckfield Town in 2019-20. East Sussex Highways previously carried out two cuts to rural verges and five to six cuts per annum to urban verges. East Sussex Highways advised the Town Council in the autumn of 2018, that they would only be able to fund two verge cuts in the urban areas, but if the Town Council wished to contribute a sum of £6,009 the existing service could be retained.</p> <p>The number of complaints has substantially reduced this year, with only a handful received. These related mainly to two sections of verge along the lower part of Eastbourne Road, which kept getting missed in their cutting schedule. The last cut is due to take place on 23rd October 2019. Correspondence has also been received to advise the Town Council of the options available for the next financial year (2020/21)</p>	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<p>10. TOWN COUNCIL BUILDINGS We will assess whether our buildings could be better utilised and meet the needs of Uckfield's residents and organisations.</p>		<p>Work is currently underway to review a couple of the Town Council's buildings and current usage. Further work will proceed in the autumn months.</p>	<p>General Purposes Committee</p>	<p>Town Clerk/ Estates & Facilities Manager</p>
<p>11. TRADITIONAL RED TELEPHONE BOX We will restore the traditional red telephone box, move it to a more prominent location and use the iconic facility to provide a service for residents and visitors to the town</p>		<p>Section 58 on the public highway will be lifted in August 2019, which has restricted excavation works to the newly upgraded High Street pavements.</p> <p>Work will therefore proceed in the next few months to identify the future use of the traditional red telephone box, restore it and relocate.</p>	<p>General Purposes Committee/ Full Council</p>	<p>Town Clerk/ Estates & Facilities Manager</p>
<p>12. USER FRIENDLY BOOKING We will look to install a new internal booking system to manage room and venue hire, and explore the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets.</p>		<p>The Marketing and Communications Officer has started researching suitable systems which could be added to the Civic Centre website.</p> <p>Work will commence in the next few weeks.</p>	<p>Full Council</p>	<p>Town Clerk/ Hospitality Manager</p>

UCKFIELD TOWN COUNCIL



Notice of conclusion of audit

**Annual Governance & Accountability Return for the year ended
31 March 2019**

Section 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Uckfield Town Council** for the year ended 31st March 2019 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Uckfield Town Council** on application to:

Holly Goring
Town Clerk
Uckfield Town Council
Council Offices
Civic Centre
Uckfield
TN22 1AE

Between the hours of 9am to 4pm Mondays to Fridays
(excluding public holidays), when any local government elector
may make copies of the Annual Return.

3. Copies will be provided to any person on payment of £1.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Holly Goring, Town Clerk

Date of announcement: 20th September 2019

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

UCKFIELD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		No	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/19

and recorded as minute reference:

FC.30.06.19

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

WWW.UCKFIELDTC.GOV.UK

Section 2 – Accounting Statements 2018/19 for

UCKFIELD TOWN COUNCIL

	Year ending		Notes and Explanations
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	1,199,376	1,192,042	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	852,878	873,472	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	482,692	476,415	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(482,617)	(519,241)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	(65,298)	(63,851)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(794,990)	(749,164)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,192,042	1,209,672	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,225,233	1,213,586	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,062,226	6,062,226	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	631,800	594,600	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

19/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/19

as recorded in minute reference:

FC.31.06.19

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2018/19

In respect of

UCKFIELD TOWN COUNCIL - ES0100

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

14/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Meeting of the Full Council

Monday 28th October 2019

Agenda item 11.0

TO REVIEW THE 2020/21 PROPOSALS FROM EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT

1.0 Summary

- 1.1 Members will recall that the Town Council first received contact from East Sussex County Council on Friday 16th February 2018 by email, to advise that reductions were being made to the grass verge cutting contract.
- 1.2 East Sussex County Council considered their draft budget for 2018/19 on Tuesday 6th February 2018. At this meeting, the County Council voted on and agreed the budget for the 2018/19 financial year. The report and minutes can be found on the website at:
<https://democracy.eastsussex.gov.uk/ieListDocuments.aspx?CId=133&MId=2974&Ver=4>
East Sussex County Council explained at the time that they recognised that this was disappointing news but they needed to provide a number of services within very challenging financial constraints whilst at the same time managing demand for important services including schools and social care.
- 1.3 They proposed to reduce the number of urban verge grass cuts from the current six per season (*they are currently required to do a minimum of five cuts per season*), to two per season from 1 April 2018. This meant that their existing policy would need to change. In reducing the urban grass cutting service from six to two cuts per season they would be managing urban grass for safety reasons only. We were advised at the time that rural grass verge cutting would remain as two 1metre swathes plus visibility splay cuts per season.
- 1.4 Members considered the contents of an email from the Contracts Management Group at East Sussex County Council at the end of September 2018, which put forward the proposals of the Group for 2019/20. The proposed cost of maintaining the current service level (5-6 cuts per annum) was estimated at £6005 in 2019/20:

For Uckfield Town Council to pay for four additional urban grass cuts to enhance the service provided by the County Council. This would cost the Town Council in the region of £6009 per annum and provide a service of six cuts carried out by the County Council's contractors;

- 1.5 Members resolved to pay the £6009 to maintain service levels at that time:

FC.64.10.18 *With eight votes in favour and six votes against, it was **RESOLVED** to proceed with the first option put forward by the County Council (i) For Uckfield Town Council to pay for four additional urban grass cuts to enhance the service provided by the County Council. This would cost the Town Council in the region of £6009 per annum with it being made clear that this decision was purely for the financial year 2019/20 and not a future or on-going arrangement.*

2.0 2020/21 Proposals for Urban Grass Verge Cuts

2.1 East Sussex County Council have been in contact to set out the options for the next financial year 2020/21:

East Sussex County Council (ESCC) is continuing to offer the same options as last year and would be grateful if you could let us know which option your Council would like to choose for next year:

Option 1 - Standard: *Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish/Town Council. Urban grass will be managed for safety purposes only.*

Option 2 – Extra cuts: *Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost Uckfield Town Council a total of £4,271 for the year.*

Option 3 – Self delivery: *Parish/Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay Uckfield Town Council the sum of £2,135 to do this.*

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway.

2.2 The Town Clerk has noticed that the proposed figure for Option 2 (funding the additional four cuts to maintain service levels) has reduced from last year, and has therefore contacted the Contracts Management Group to double check that the figure is accurate.

2.3 A map of the verges incorporated in Uckfield's urban and rural grass verge cutting contract is attached at appendix A.

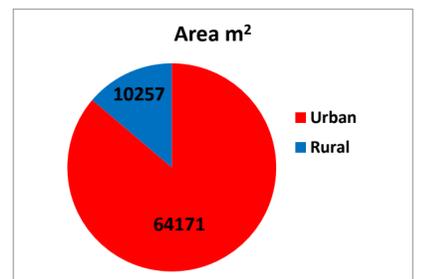
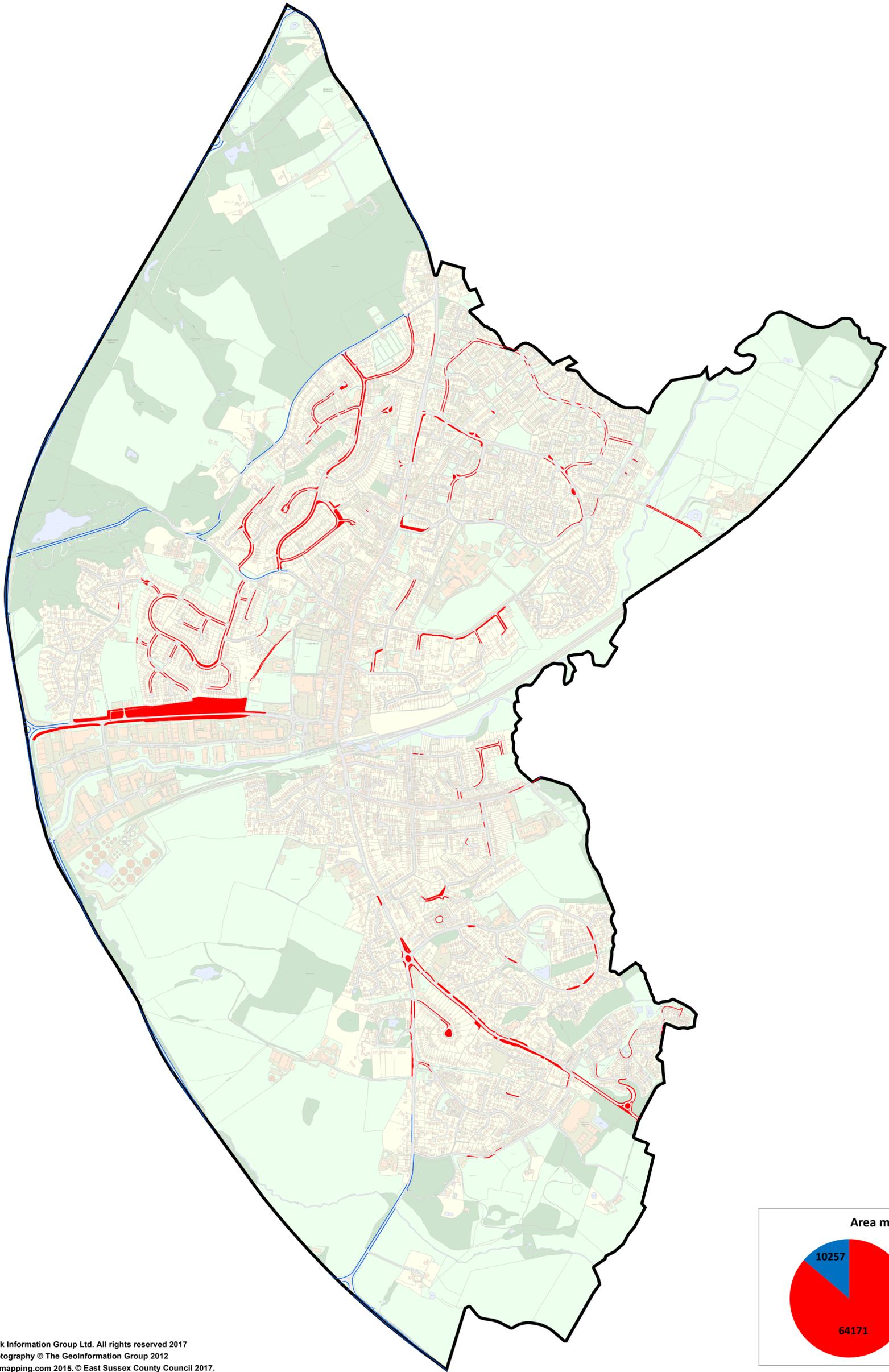
2.4 The Town Council received only a handful of complaints this year, compared to the previous year when only two cuts were carried out, and these complaints related mainly to the lower end of Eastbourne Road, where two sections kept getting missed. Otherwise the timing of the cuts and standard appeared to be satisfactory.

3.0 Recommendation

3.1 Members are asked to advise the Town Clerk of their decision in regards to the ESCC urban grass verge cutting contract in 2020/21.

Contact Officer: Holly Goring

Appendices: Appendix A: Verges designated as urban and rural in Uckfield



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Aerial Photography © Getmapping.com 2015. © East Sussex County Council 2017.
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You are permitted to use this data solely to enable you to respond to, or interact with,
the organisation that provided you with the data. You are not permitted to copy,
sub-licence, distribute or sell any of this data to third parties in any form.

Map Title: URBAN / RURAL GRASS EXTENT - UCKFIELD CP

Date: 01/02/2018

Scale: 1:10,000

Author: JOHN GRAINGER

East Sussex
County
Council



Meeting of the Full Council

Monday 28th October 2019

Agenda item 12.0

TO REVIEW THE FIRST YEAR OF THE ROLE OF THE TOWN CRIER

1.0 Summary

- 1.1 In April 2018, Mr Bedwell was appointed as Town Crier for Uckfield. It took a number of weeks for his attire to be made to size and delivered, and designed to reflect the colours of Uckfield.
- 1.2 The first 'Cries' that the Town Crier performed were those relating to the Uckfield Festival in July 2018.
- 1.3 The Town Crier has now been communicating key messages and information about important dates in the Uckfield calendar and key events for just over 15 months.
- 1.4 When filling the role, it was advised that the position would be reviewed after 12 months. As a result of the majority of the work taking place in the summer months, it was thought best to leave the timing of the review until the latter part of 2019.
- 1.5 Local community groups have requested the 'cry' of the Town Crier to promote their events and the Town Crier has sought to attend formal occasions in the town such as Uckfield Carnival, Remembrance Sunday, Late Night Shopping as examples. We have also received requests from outside of the Town for his services. For example, the Town Crier read out the Sussex Charter for Crowborough in June, and attended the High Hurstwood Summer Fete in June.
- 1.6 The role has been well received by community groups, but further work is still required to communicate the schedule of the Town Crier and ensure there is adequate footfall on the High Street when he is communicating these messages.
- 1.7 Support is required from those who book or request the services of the Town Crier to drum up support and inform the public that he will be present that day or weekend. It may also be necessary to investigate the best time of day and location for the cry.

2.0 Recommendation

- 2.1 Members are asked to consider the above report and provide feedback to the Town Clerk.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 28th October 2019

Agenda item 14.0

TO NOTE UPDATE ON PUBLIC SPACE PROTECTION ORDERS AND CRIME STATISTICS

1.0 Summary

- 1.1 At the meeting of Full Council in August 2019, information was provided on Public Space Protection Orders. Public Space Protection Orders (PSPOs) were brought in, via the Anti-social Behaviour, Crime and Policing Act 2014. This legislation introduced a number of new tools and powers for the Police and partner agencies to address anti-social behaviour.
- 1.2 Councils can use PSPOs to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area. The legislation states that certain tests/conditions have to be met, to satisfy that a PSPO is based on reasonable grounds.
- 1.3 It was advised that the process to put these orders in place can be rather lengthy (*the nearest one being in Rother for anti-social behaviour*), took one to two years to put in place, as it would need to be considered in detail by the local authority, initial consultation undertaken through the committee process, before the details of the order are established such as (i) the conditions and (ii) location, before undertaking public consultation.
- 1.4 Emphasis was also placed on evidence and the need to have the necessary evidence to inform the locations (i.e. hotspots), indicate what issues are occurring as well as providing information on the current level of activity and enforcement undertaken by Sussex Police to address these issues.
- 1.5 Following the last meeting, it was suggested that rather than a meeting at this stage, it would be worthwhile for Uckfield Town Council to collate the necessary evidence, and for the Town Council to engage with Sussex Police to look at their evidence and records of activity.
- 1.6 The Town Council currently has a University Student on a work placement with the council. They are trawling through the statistics available via the Sussex Police website, in detail, to present to members. This will also highlight the hotspots of activity and what information was used by other local authorities when they applied to put one or more PSPOs in place.
- 1.7 This information will also be beneficial when reporting back to members at the Environment & Leisure Committee about levels of anti-social behaviour in the town. Once the information is available, it will be shared with members.

2.0 Recommendation

- 2.1 Members are asked to note the report.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 28th October 2019

Agenda item 13.0

TO CONSIDER THE RURAL SERVICES NETWORK'S PROPOSAL TO SET UP A RURAL/MARKET TOWNS GROUP

1.0 Summary

- 1.1 Correspondence has been received from the Rural Services Network. They are seeking to establish a Rural/Market Towns Group to sit within their network and have approached over 200 towns/service centres across England and key locations in each county.
- 1.2 Uckfield has been approached as one of three towns in East Sussex, which they feel acts as a key service and employment centre for the surrounding rural hinterland.
- 1.3 They are putting forward a call to action, to encourage the Government to develop a Rural Strategy and looking for a Rural/Market Towns Group representative of rural/market towns in the rural areas of England to assist with this.
- 1.4 There is a fee associated with participating (£150 per annum for towns with over 10,000 population).
- 1.5 The Group would meet twice a year but they would also seek to work remotely so attendance would not always be necessary.
- 1.6 They have asked that a response be provided by the end of November 2019. Please see attached letter and list of those towns that have been approached in appendix A.

2.0 Recommendation

- 2.1 Members are asked to advise the Town Clerk of their decision.

Contact Officer: Holly Goring

Appendices: Appendix A: Correspondence from the Rural Services Network

Meeting of Full Council

Monday 28th October 2019

Agenda Item 15.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor.

TO NOTE THE MAYOR'S ENGAGEMENTS

18 th September	Office Opening of Horsted Green Park (SANGS)
20 th September	S.E Coast Ambulance Service Annual Meeting
27 th September	Macmillan Coffee Morning at The Malthouse
30 th September	Official opening of Platform One Coffee Shop
12 th October	Opening of new branch of the Best Health Food Shop
19 th October	Uckfield Model Railway Exhibition
22 nd October	SERFCA Awards
26 th October	Cornerstone Church Concert
27 th October	Uckfield of Trees Community Feast

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

20 th September	Rocks Park School 40 th Anniversary Celebrations
27 TH September	Macmillan Coffee Morning at The Malthouse